

## DEPARTMENT POLICY

### All Programs

A person in a federal, state or local correctional facility for more than 30 days is not eligible to receive FIP, SDA or FAP benefits.

**For MA only**, a person can remain eligible for MA during a period of incarceration. Coverage is limited to inpatient hospital services only; see BEM 265.

**For CDC only**, a person in a federal, state or local correctional facility is not eligible to receive benefits.

## INCARCERATION MATCH DOC

The automated Incarceration Match is a monthly match between Department of Corrections (DOC) and Bridges. This match runs for all individuals who are active for any program whose current living arrangement is not prison.

If a valid match is found the interface will update living arrangement of the individual to prison and create a mass update trigger for all cases where the client is active. Eligibility will then be re-determined for all programs on the cases where the client is active.

### Bad Match Process

A bad match may occasionally occur. If a bad match is suspected a collateral contact with the client must be completed to verify this client is not in prison.

An authorized person from the local office is to call in a help desk ticket indicating a bad incarceration match with the following information:

- Client name.
- Case number.
- Client ID number.
- Program(s) effected.
- The release date from prison if the client was incarcerated.
- The month(s) effected.

The ticket will be assigned and flagged as a bad match and when the report runs for the following month the clients programs will not be effected.

## **SSA PRISONER MATCH**

### **All Programs**

The quarterly prisoner match between the Social Security Administration and Bridges runs for individuals 16 years and older who are pending or active. When a match is found, a task and reminder will be sent to the specialist. Specialists are expected to act on this within 12 days. Be sure to update the living arrangement type, if necessary and run EDBC. If no action is taken within 10 days, it will be escalated to the supervisor.

## **LOCAL CORRECTIONAL FACILITY**

Follow current county procedures for verifying an individual in a local facility using the DHS-48, Verification of Imprisonment, which is a manually generated Bridges form.

### **Local Facility Verification Returned**

When the DHS-48 is returned from the local facility indicating the incarcerated individual is released or on parole, no further action is taken. If the DHS-48 is returned and the individual is still incarcerated change the living arrangement type to jail.

Do not recoup FAP benefits for Simplified Reporters unless the department failed to take timely action.

### **Local Facility Verification Not Returned**

If the DHS-48 is not returned by the local facility verify the whereabouts of the incarcerated individual. Verify the recipient's whereabouts by calling the facility **or** contact the head of household and ask for verification of the prisoner's whereabouts.

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**LOCATING  
PRISONERS**

Incarcerated individuals in prisons and local jails may be found on various web sites. These web sites can be used to help verify if a client is in prison or jail.

**Offender Tracking  
Information  
System (OTIS)**

Prisoners in DOC facilities are listed on the OTIS file at DOC's web site. Access this list by using DHS-Net, Intranet Links. OTIS provides up-to-date parole and release dates. Information from this site is considered verified.

**Federal Bureau of  
Prisons (BOP)**

Prisoners in federal facilities are listed on the BOP site and can be found at [www.bop.gov](http://www.bop.gov). Information from this site is considered verified.

**VINELink**

[WWW.VINELink.com](http://WWW.VINELink.com) is a public web site that can be used as a tool to locate prisoners from most jails across Michigan and facilities across the United States.

**LEGAL BASE****FIP**

45 CFR 205.56-.58  
MCL 400.83

**SDA**

Annual Appropriations Act  
Michigan Administrative Code; R 400.3151-400.3180

**CDC**

45 CFR Part 98 and 99

**MA**

MCL 400.10,.83

**FAP**

7 CFR 273.2 (f)(9)